

## **EXPENSE REIMBURSEMENTS**

Personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of properly filled out and approved vouchers and such supporting receipts as are required by the Assistant Superintendent of Finance and Operations. Employees are expected to follow appropriate purchasing procedures utilizing purchase orders signed by the Assistant Superintendent of Finance and Operations in advance of purchases.

Reimbursement for the use of private vehicles shall be at a mileage rate set by the Selectboard, and, for employees who are members of bargaining units, in accordance with the applicable Collective Bargaining Agreement. School personnel whose regular assignments require them to travel between schools shall be entitled to mileage reimbursement at the current and appropriate rate.

SOURCE: Weston

Adopted: January 9, 2023

CROSS REFS.: CBD, Superintendent's Compensation and Benefits  
GCBC, Professional Staff Fringe Benefits  
DJ/DJE, Purchasing and Contract Authority